

CHECKLIST FOR JOINT APPENDIX

CONTENTS: For appeals from District Court or Tax Court, Local Rule 30.

Items listed in order of appearance in the Joint Appendix.

- ___ Index to Joint Appendix: Three columns to index **(see examples)**
 - 1) Description of Item. If exhibits are attached to a pleading, a description of each exhibit must be included.
 - 2) Record entry numbers as assigned on the lower court docket sheet
 - 3) Joint appendix page number where the document can be located
- ___ Separate Index for transcripts: Three columns to index **(see examples)**
 - 1) Name of witnesses alphabetically arranged and hearings chronologically arranged.
 - 2) Page where testimony begins in transcript
 - 3) Page where testimony begins in joint appendix
- ___ Separate Index for depositions: Three columns to index **(see examples)**
 - 1) Name of deponents alphabetically arranged
 - 2) Page where testimony begins in deposition
 - 3) Page where testimony begins in joint appendix
- ___ Current copy of district court/tax court docket sheet
- ___ Complaint or indictment and any other pleadings or motions relevant to the arguments presented on appeal, and all pleadings listed on the designation of appendix contents.
- ___ Judgment from which the appeal is taken and any memorandum opinion or findings of fact and conclusions of law including any report and recommendation of a Magistrate **and** any objections to the report
- ___ Notice of Appeal
- ___ Other parts of the record including all or part of any exhibits, depositions, or transcript pages, that are referred to in the parties' briefs and listed on the designation of appendix contents.
 - ___ Transcripts. **The witness' name should be listed in the top left hand margin on the first page of transcript for each witness** *(see enclosed example)*
 - ___ Depositions. **The witness' name should be listed in the top left hand margin on the first page of deposition for each witness**
 - ___ Exhibits. **Must be made a part of the district court or tax court record.**
- ___ Presentence investigation report for criminal appeals. To be placed in a separate volume of the appendix as labeled "Confidential".
- ___ Sealed Records. To be placed in a separate volume of the appendix.
- ___ Certification of Counsel. Counsel's certification that all documents included in the joint appendix are copies of documents properly made a part of the record.
- ___ Certificate of Service

OTHER REQUIREMENTS FOR JOINT APPENDIX:

- ___ **5 copies**
- ___ Index: If the joint appendix is divided into more than one volume, each volume shall contain the complete index.
- ___ Consecutively paginated: If joint appendix is divided into more than one volume, each volume shall be consecutively paginated. (Example: if volume I ends at page 91, volume II should start at page 92).
- ___ Secure binding on left hand side.

COVER OF APPENDICES: FRAP 32(a)

- ___ White cover
- ___ Sixth Circuit case number
- ___ Heading: **United States Court of Appeals for the Sixth Circuit**
- ___ Title of case
- ___ Nature of proceedings & name of court, agency or board below
- ___ Title of document (e.g. Joint Appendix)
- ___ Name/s and address/es of counsel representing the party for whom the appendix is filed